

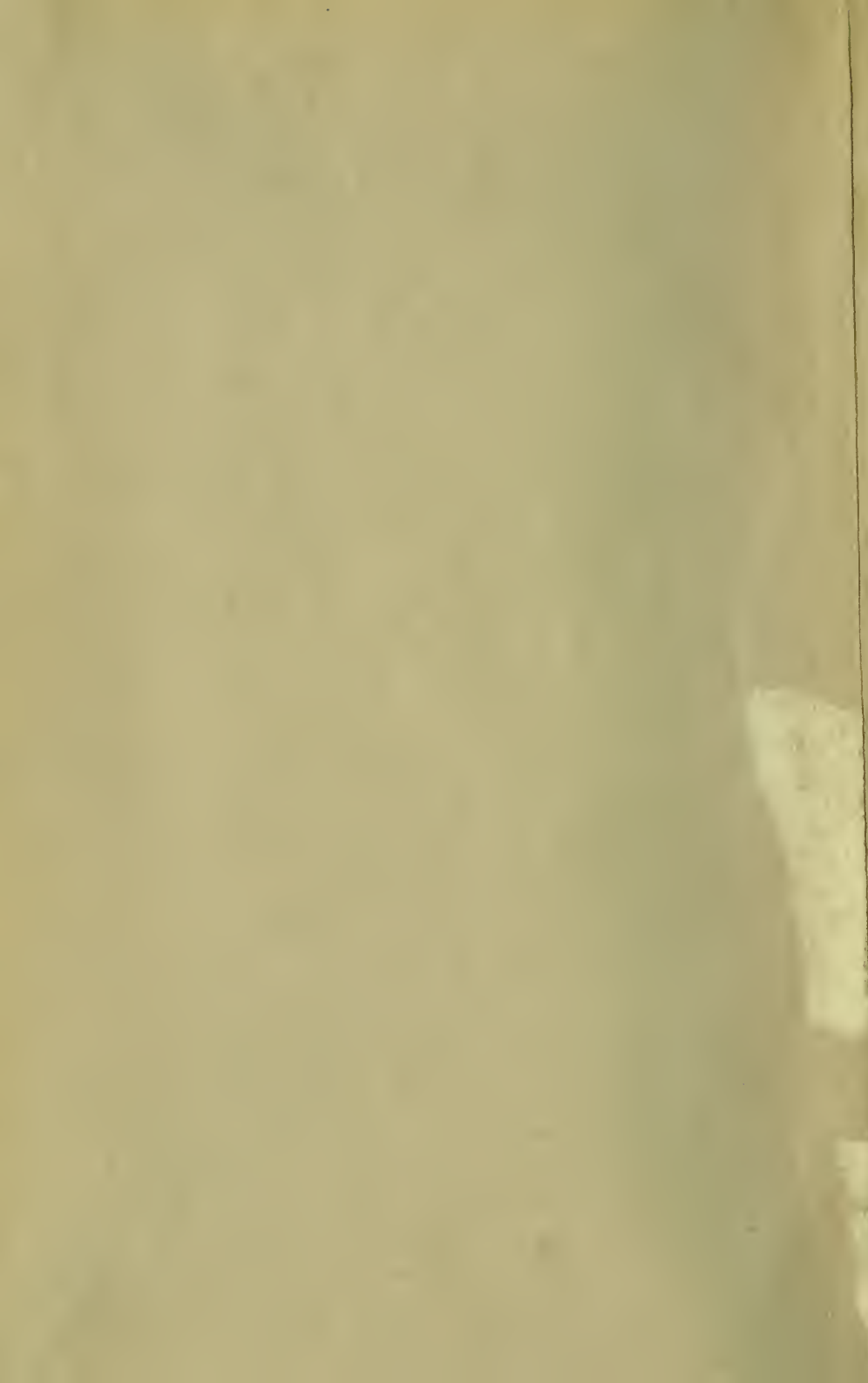
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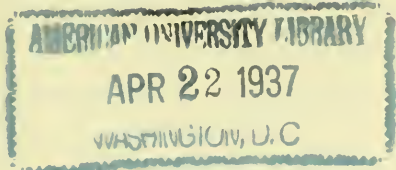
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THE AMERICAN UNIVERSITY BULLETIN

WASHINGTON, D. C.

VOLUME XII

FEBRUARY, 1937

No. 5

THE SUMMER SCHOOL

Announcement of

Graduate and Undergraduate Work in the Social Sciences

including—

A Seminar on the Teaching of the Social Sciences

Third Annual Institute of the School of Public Affairs

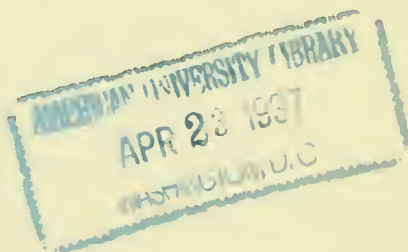
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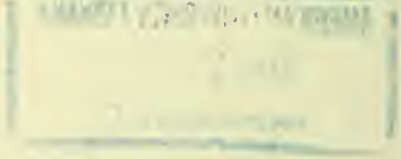
A Public Business Laboratory

Institute on Inter-American Relations.

Round-table discussions on current problems conducted by leaders
in fields of government, education, business and labor

June 28 to August 7, 1937





SUMMER SCHOOL CALENDAR FOR 1937

Classes are held daily throughout the Summer Session except on Saturdays and Sundays. The last Saturday, however, is one of the two days assigned for examinations.

June 28, Monday—Summer School begins. Registration.

June 29, Tuesday—Registration.

June 30, Wednesday—All classes begin.

July 5, Monday—Holiday.

July 6, Tuesday—Last day for registration without payment of \$2 late registration fee.

July 8, Thursday—Last day on which late registration is permitted.

July 15, Thursday—Second installment on tuition due.

July 19, Monday—Last day for payment of second installment on tuition.

August 6, Friday—Examinations.

August 7, Saturday—Examinations.

The American University Bulletin is issued monthly during the academic year from October to July, inclusive, by The American University. Entered as second-class matter March 23, 1926, at the Post Office at Washington, D. C., under the Act of August 24, 1912.

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THE AMERICAN UNIVERSITY SUMMER SCHOOL 1937

The American University Summer School is not just another summer school. It is a six weeks' session with one primary objective: To make it possible for teachers and students of the social sciences to obtain a realistic picture of the manner in which the Federal Government is approaching its current problems. In furtherance of this objective, all courses offered are restricted to the field of the social sciences.

In addition, through the facilities of the Third Annual Institute of the School of Public Affairs, all full-time students will have the opportunity of: 1) participating in a unique Public Business Laboratory designed to give them a realistic picture of problems in the field of National Administration by means of classroom work, and group conferences with officials who will meet the group in their own offices and demonstrate and explain the operations of their administrative units; 2) participating in an Institute on Inter-American Relations under the direction of some of the Nation's outstanding authorities in the field; 3) participating in round-table discussions on current problems, conducted by leaders in the fields of government, education, business and labor.

Courses in the Social Sciences

In arranging its curriculum for the Summer School, the University has kept in mind the needs and interests of four groups, namely, (1) high school teachers of the social sciences; (2) advanced undergraduate and graduate students who are pursuing work in the field of the social sciences and who desire to combine study with an introduction to Washington at work; (3) regular students of the University who are associated with the University throughout the academic year and who desire to continue their work during the summer; and (4) mature men and women whose primary interest is not in academic credits, but in adding to their fund of knowledge and discussing with thoughtful people contemporary developments in economics, education, and politics.

Teaching the Social Sciences (with special reference to problems confronting supervisors of social studies and teachers in high schools and junior colleges)

No problem has received more attention in recent years than the curriculum and the teaching of the social sciences in elementary

schools, junior and senior high schools, and junior colleges. One of the leaders in the field is Leon C. Marshall, author of many social science texts at both school and college levels, and recently the author of "Curriculum Making in the Social Studies," one of the volumes issued by the Commission on the Social Studies of the American Historical Association. The analysis made in this volume has been regarded with approval by the Commission on History of the College Entrance Examination Board.

During the summer, Mr. Marshall will conduct a special seminar on the presentation of the social sciences, giving particular attention to the fundamental simplicities that underlie the present complex details of the social sciences and to methods of utilizing this situation in securing more effective presentation. The work should be particularly helpful to supervisors of social studies and teachers in high schools and junior colleges, as well as to those preparing for such positions.

Public Business Laboratory

In this modern age, teachers and students of the social sciences are vitally interested in obtaining a more intimate picture of the machinery and activities of the Federal Government. In response to this type of interest, the School of Public Affairs of American University is including as a part of its Third Annual Institute a Public Business Laboratory.

The work of the Laboratory will be available to a limited number of fulltime students whose background and experience would indicate that they can carry on the work with benefit. The core of the Public Business Laboratory will be group conferences with outstanding administrative officials who will demonstrate and explain the work of their own departments; discuss the problems of management and organization with which they are confronted; and, wherever practicable, permit the members of the group to obtain a first hand view of actual operations.

Preparation for and the interpretation of the field conferences and demonstrations will be provided students participating in the project through class room meetings with four of American University's full time faculty members who have specialized in the field of national administration.

Attention will be paid not only to the specific activities of particular departments but also to the manner in which the Federal Government handles broad functions of government, such as housing, welfare, aid to agriculture, supervision of banking operations, raising and expenditure of public funds, and law enforcement.

The student participating in the Public Business Laboratory should gain through this project a realistic view of the problems of federal administration; a knowledge of the environment in which government

operates; and an acquaintance with the outstanding personalities carrying the responsibilities of government. This experience should make him a better teacher and an abler student of the social sciences.

Institute of Inter-American Relations

Never before has there been as much interest in Inter-American Relations, for the cultivation of this field is one of the major activities of the present administration. In no other place is the opportunity for the study of contemporary American relations as great as it is in Washington. With the resources of the Embassies and Legations at its disposal, as well as those of the Pan American Union, the University has developed a program which will combine class room work with lectures by leaders in the field, and with informal round table discussions led by persons who are giving virtually their whole time to improving relations between the American States.

The first part of the Institute will be devoted to lectures, readings, and discussions on the background of Inter-American relations, while the second part will be given over to directed readings, the preparation of reports on various topics, and the discussion of contemporary Inter-American problems through lectures and round table discussions by leading authorities. The course will aim to provide students with the information necessary to a better understanding of our relations with the nations on the American continent and enable them through informal discussions with authorities, to find answers to innumerable perplexing contemporary problems facing the nations of America.

The Institute will be under the direction of Dr. A. Curtis Wilgus, who will be assisted by visiting lecturers. Among those who have already consented to deliver lectures and lead discussions in connection with the Institute are: Ricardo J. Alfaro, former President of Panama and Minister to Washington; Charles E. Babcock, Librarian of the Columbus Memorial Library, Pan American Union; James Morton Callahan, Professor of American History, University of West Virginia; Raul d'Eca, Editorial Division, Pan American Union; William E. Dunn, Assistant Director, Bureau of Foreign and Domestic Commerce, U. S. Department of Commerce; Concha Romero James, Chief of the Division of Intellectual Cooperation, Pan American Union; Bolivar Lloyd, Assistant to the Director of the Pan American Sanitary Bureau, Pan American Union; William Manger, Counsellor of the Pan American Union; Gaston Nerval, Latin American Journalist, Author; William A. Reed, Foreign Trade Advisor, Pan American Union; James A. Robertson, Editor, Hispanic American Historical Review; William Sanders, Chief of the Juridical Division, Pan American Union; Jose Tercero, Chief of the Travel Division, Pan American Union; George Wythe, Latin American

Expert in the U. S. Department of Commerce; and Hermino Portell Vila, Professor of American History at Black Mountain College, North Carolina, and leading Cuban historian.

Round Table Discussions

As a result of its experience in conducting the annual Institutes of the School of Public Affairs, The American University has discovered that one of the most effective ways in which to introduce interested persons to the problems of the Federal Government is through the medium of round table discussions conducted by outstanding leaders in the fields of government, education, business, and labor.

During the 1937 Institute of the School of Public Affairs, these round table discussions will be conducted at least twice a week and will take the form of luncheon meetings at some convenient hotel in downtown Washington.

Among those who have participated in round table discussions at former sessions of these annual Institutes are: Lyle G. Belsley, Executive Director of the United States Civil Service Assembly; Clarence Darrow, former Chairman of the NRA Review Board; Frederick M. Davenport, Chairman, National Institute of Public Affairs; William Green, President of the American Federation of Labor; Jesse H. Jones, Chairman of the Reconstruction Finance Corporation; James M. Landis, Chairman of the Securities and Exchange Commission; David Lawrence, Editor of the United States News; Lewis Meriam of the Institute of Government Research, Brookings Institution; Eugene Meyer, Publisher, Washington Post; Robert Lincoln O'Brien, Chairman of the United States Tariff Commission; Leo Pasvolsky of the Institute of Economics, Brookings Institution; Henry Wallace, Secretary of Agriculture; Charles West, Under Secretary of the Interior; and Leonard D. White, member of the United States Civil Service Commission.

During the 1937 Institute some emphasis in connection with these round table discussions will be placed upon the problems which confront the high school teacher of the social sciences who endeavors to deal with current issues of a controversial nature.

The Schedule

The Seminar in the Teaching of the Social Sciences and the Public Business Laboratory will be held in the morning. Other classes will be conducted in the late afternoon and evening, beginning at 5:00 p.m., at the University Downtown Center, which is located at 1901 F. Street Northwest, two blocks from the State, War and Navy Departments, and close to the Carnegie Library of International Peace and such institutions as the Pan American Union.

The fact that most classes will be conducted in the late afternoon and evening will give full time students the opportunity of devoting most of their day to obtaining a factual acquaintance with Washington, to listening to Congressional hearings and hearings before the various commissions, and will also enable them to take advantage of the specialized libraries, most of which close at 4:30.

A detailed schedule showing the exact time when classes will meet will be available for distribution on or about June 1.

Tuition Fees

The registration fee for each student enrolled in the Summer School is \$2. The regular tuition fee is \$8 per credit hour. In other words, a student enrolling for the full program of six hours would pay \$48 plus the \$2 registration fee, or a total of \$50.

A student regularly enrolled in one course may audit one or more additional courses at the rate of \$5 per credit hour.

For registration after July 6, a late registration fee of \$2 will be charged. Under the regulations of the Business Office, no exception can be made to this rule.

Payment of Fees

All accounts are payable at the office of the Bursar, 1901 F Street, Northwest. No student is permitted to complete registration nor to attend classes until all charges are paid or contracted for. Fees and tuition for the Summer School are due and payable in advance at the time of registration.

Subject to the approval of the Bursar, students may sign contracts for tuition only, permitting installment payments as follows: One-half at the time of registration; one-half on July 15.

Students who fail to pay their second installment by July 19 will be suspended, and may not attend classes until they have paid all accrued fees and a reinstatement fee of \$2, and have been officially reinstated. A suspended student may not be reinstated for the Summer Session after one week of the time of suspension.

Withdrawals and Refunds

Applications for withdrawal from the University or for changes in schedule must be made in person or writing to the Recorder of the Summer School. Notification to an instructor or absence from classes over a prolonged period is not an acceptable notice.

If notice of withdrawal or change in schedule is received by the Recorder of the Summer School on or before July 14, the second installment will be cancelled.

In no case will any part of the initial installment of tuition be refunded and in no case will tuition be reduced or refunded because of non attendance at classes.

No permission to withdraw and no transcript of work done will be given a student who does not have a clear financial record.

Registration

Monday, June 28, and Tuesday, June 29, have been set aside as registration days. All classes will begin on Wednesday, June 30.

It is advisable for anyone who is reasonably sure of his plans to enroll in advance by mail. An enrollment blank will be sent on receipt of the \$2 registration fee to anyone wishing to do so. Early enrollment means assurance of admittance to limited classes. The only courses for which it is absolutely necessary to enroll in advance are the Seminar in Teaching of the Social Sciences, and the Public Business Laboratory. No one should come to Washington with the idea in mind of participating in these two projects without having his or her application approved in advance.

Living Arrangements

The University offers residence and board at the Residence Hall on the eighty-acre campus on Massachusetts and Nebraska Avenues.

The charge for room and breakfast will be \$1.00 per day. As indicated, above, the program of the Summer School has been arranged in such a way that students will want to be free to obtain their luncheons and dinners downtown.

Activities

An important and delightful part of the Summer Session is the wide range of activities available in addition to the regular courses. Organized tours of Washington and vicinity will be worked out by University officials, and students will have the opportunity of becoming acquainted with the Capital City under the leadership of persons who have spent a great many years in the city, and who are thoroughly familiar with its many points of interest.

In addition, there will be organized weekend tours to such points of interest as the Naval Academy at Annapolis, Williamsburg, the Shenandoah National Park, including Sky Line Drive, and Gettysburg. In each instance the University will be responsible for the arrangements for these trips, and will work out the plans in such a way as to make it possible for students to participate in them at the lowest possible cost.

Social functions have been planned with the object of acquainting students with one another. Facilities for swimming, golf, and tennis will be available at a nominal cost.

Statement of Academic Standing

Students who are not registered in one of the three branches of the American University but who desire to receive academic credit for work done in the Summer School must file with the Recorder of the School, not later than July 6, a statement from the registrar of the college or university last attended, indicating their academic status.

COURSES OF INSTRUCTION

The student is cautioned to distinguish carefully between graduate and undergraduate courses. All courses marked from 100 up to 350 are open for credit to undergraduates only; all courses numbered from 350 to 499 are open for credit to advanced undergraduates and graduates; all courses numbered 500 or above are open for credit to graduate students only.

ECONOMICS

Econ. 201S—Principles of Economics

The course is designed to acquaint the student with the terminology and the working principles of economics. A study is made of consumption and of production of wealth. The problems of the corporation, monopoly, and the relations of government to industry are also examined. This is the first semester of the regular year course in this subject. Students desiring credit for the work of the course must plan to take at a later date the work of the second semester.

Instructor—Dr. Huelster.

Two semester hours credit—Fee \$16

PA 331S—Principles of Accounting

During the Summer Session, the elementary principles and procedure of accounting will be taken up. The work will be carried on by discussion and problems. It is expected that at the end of the semester the student will be prepared to devise the accounting records necessary for a small business organization, make the necessary entries in the records, draw off statements at the end of the fiscal period, adjust the accounts for accruals, deferred items, depreciation, etc., and close the books.

Instructor—Dr. Nielsen.

Two semester hours credit—Fee \$16.

PA 341S—Elementary Statistical Methods

This course is designed to give the student a thorough understanding of the methods and problems of collecting statistical data, the presentation of such data in the form of tables and graphs, and the use of the different types of averages, the measures and significance of dispersion, elementary principles of sampling, construction and significance of index numbers, and the analysis of time series data.

Instructor—Mr. Ockey.

Two semester hour credits—Fee \$16.

Econ. 425S—History of Economic Theories Underlying Social Legislation

The major social implications of economic thought-systems will be surveyed and analyzed. Attention will be concentrated on theories dealing with social effects in consequence of the emergence of modern industrialism, and with corresponding legislative remedies, such as regulative and pro-

tective institutions in labor legislation, rules of human conservation, social security, etc.

Instructor—Dr. Correll.

Two semester hours credit (History or Economics)—Fee \$16.

Econ. 487S—The Reciprocal Trade Agreements Program of the Roosevelt Administration

This course analyzes the Trade Agreements program of the present Administration in the light of the international trade and tariff position of the United States. It will include discussions relating to the genesis of the Reciprocal Trade Agreements Act of 1934, the administrative and advisory machinery set up under its authority for the negotiation of agreements, the nature of the agreements signed to date, and the economic effects of the agreements in so far as such effects can be discerned.

It is planned to give particular attention to recent controversies regarding the unconditional "most-favored-nation" policy of the United States and to devote some time to consideration of the compatibility between a policy of lowering trade barriers and economic planning (actual and potential).

Several of the lectures will be given by guest lecturers from Government departments and agencies that are intimately connected with the program. The course will be conducted on the combined lecture and discussion method.

Instructor—Dr. Piquet.

Two semester hours credit—Fee \$16.

Econ. 506S—Problems of Public Utility Administration (with particular reference to New Deal legislation)

This course explores the practical problems of rate-making, the holding company, public ownership, rural electrification, public relations, yardstick regulation and similar subjects as they affect the local utilities. The electric power and other utility policies of the New Deal will receive special attention.

Instructor—Dr. Huelster.

Two semester hours credit—Fee \$16.

EDUCATION

Ed. 601S—Teaching the Social Sciences

This course is designed, in minor part, to indicate the present situation in the presentation of the social sciences; and, in major part, to discuss methods for improving the effectiveness of this presentation. Against a background of the underlying processes or major activities that are found in all human living of every time and place, there are considered methods of utilizing these underlying simplicities to facilitate the presentation in meaningful fashion of the details of the specialized social science disciplines; to increase comparative knowledge of the group living of different times and peoples; to see in perspective the fundamental processes in social organization and governance; to indicate the paths that are open to ever-better group living; to see the bearing of the biological and the physical sciences on human living; to explain the emergence and operation of standards and values; to aid in the rich development of the individual personality; and to do these things naturally and easily in terms of the situations that are vividly present in the experiential background of every student.

In connection with the work there will be an extended exploration of the issues raised in the volume "Curriculum Making in the Social Studies", recently published by the Commission on the Social Studies of the American Historical Association; and in the Report of the History Commission of the College Entrance Examination Board.

The course should be particularly helpful to supervisors of social studies in the schools, high school teachers, and junior college teachers as well as those preparing for such positions.

Instructor—Dr. Marshall.

Three semester hours credit—Fee \$24.

HISTORY

Hist. 202S—The United States Since the Civil War

Starting with the aftermath of the Civil War this course will attempt to survey developments in American History in such a way as to give the student an intelligent approach to the problems of today. Most of our industrial, agrarian and labor problems of the present first became acute in the period following the Civil War. An attempt will be made to weave these problems within the fabric of political history upon which they all had their repercussions. How the failure to solve these problems in a satisfactory way brought on the "Great Depression" and the "Roosevelt Revolution" will be a major aim of the course. Lingley and Foley: "Since the Civil War" will be used as a text.

Instructor—Dr. Gewehr.

Two semester hours credit—Fee \$16.

Hist. 356S—The United States in the Twentieth Century

Beginning with a survey of the agrarian and industrial unrest of the 'nineties, this course will endeavor to survey our history during the present generation. Among the problems for special consideration will be the great change which occurred following the war with Spain; the rise of great trusts; Theodore Roosevelt and the progressive era; the return of the Democrats under Wilson; the coming of the Great War; the return to "normalcy" under Harding and Coolidge; the problems of the farmer, prohibition and immigration; the "Great Depression" of 1929-33; the second Roosevelt and the New Deal. Dumond's "Roosevelt to Roosevelt" will be used as the text and there will be collateral readings.

Instructor—Dr. Gewehr.

Two semester hours credit—Fee \$16.

See also Economics 425S and Political Science 443S.

POLITICAL SCIENCE

Pol. Sci. 402S—The National Executive

This course consists of an intensive study of the national executive, including the method of his nomination and election; his expanding powers and functions; his relationship to the other branches of government; his leadership in administration and reorganization; and the significance of his political philosophy.

Throughout the course, the executive forms and functions are studied, but in their close relationship to the basic political processes, and to the

socio-economic-psychological factors which give them movement. A reasonable setting is given the course through close integration of the materials studied with those of the broader field of public administration and the other social science disciplines.

Opportunity is offered and credit is given for first hand study and observation of the government in action in Washington.

Instructor—Dr. Seckler-Hudson.

Two semester hours credit—Fee \$16.

Pol. Sci. 441S—Pressure Groups as an Agency of Social Control

An analysis of the "informal" government as an agency of political control, especially as manifested in the methods and techniques of group pressures. The course will include a study of the relations of such group pressures to formal governmental policies; their influence on legislative and administrative agencies; and some of the problems arising from the activities of pressure groups and propaganda agencies.

Instructor—Dr. Seckler-Hudson.

Two semester hours credit—Fee \$16.

Pol. Sci. 443S—Institute on Inter-American Relations

This course is offered chiefly for those who wish to better understand our relations with our neighbors in this hemisphere and who desire to discuss this subject informally with authorities in the field. The course will meet daily, except Saturday. For a detailed description of the manner in which the course is to be conducted, students should consult page 7.

Instructor—Dr. Wilgus.

Four semester hours credit (Political Science or History)—Fee \$32.

Pol. Sci. 505S—Recent Constitutional Problems

An examination of recent decisions of the Supreme Court. Special attention will be given to those cases which relate to New Deal legislation, such as the decisions involving the National Recovery Administration, the Agricultural Adjustment Administration, the Railroad Retirement Act, the Guffey Coal Act, and the Wagner Labor Relations Act.

Attention will likewise be given to the various proposals advanced in the interest of curbing or modifying the power of the Supreme Court.

Instructor—Dr. Arneson.

Two semester hours credit—Fee \$16.

PUBLIC ADMINISTRATION

PA 421S—An Introduction to Federal Problems in the Field of Personnel, Financial Administration, Organization and Management

This course is primarily for government employees who have recently been appointed to positions in the federal service, and is designed to provide them with a survey of the methods used by the federal government in the fields of Personnel Management, Financial Administration, and Organization and Management. The instructor, Dr. Reining, will serve as chairman of the course and will work with the group in developing the basic principles underlying the field of Public Administration. Dr. Reining's work will be supplemented, however, each week by lectures given by outstanding experts in the fields covered by the course. These lectures will be followed by round table discussions designed to co-

ordinate the material presented by the lecturers, and to relate this material to basic principles in the field of administration.

Instructor—Dr. Reining.

Four semester hours credit—Fee \$32.

PA 425S—Problems in Administration (Public Business Laboratory)

The outstanding feature of this course will be group conferences with leading administrative officials who will demonstrate and explain the work of their own departments; discuss the problems of management and organization with which they are confronted; and, wherever practicable, permit the members of the group to obtain a first hand view of actual operations.

Preparation for and interpretation of the field conferences and demonstrations will be provided students participating in the project through class room meetings which will be under the supervision of faculty members who have specialized in the field of national administration. Attention will be paid not only to the specific activities of particular departments but also to the manner in which the federal government handles broad functions of government such as Housing, Welfare, Aid to Agriculture, Supervision of Banking Operations, Raising and Expenditure of Public Funds, and Law Enforcement.

Persons desiring more detailed description of this course should refer to page 6.

Instructors—Dr. Arneson, Dr. Seckler-Hudson, Dr. Reining, and Mr. Young.
Three semester hours credit—Fee \$24.

PA 523S—The Problems Involved in the Reorganization of the Federal Government

A study of the problem of reorganizing the executive branch of the national government. Special attention will be paid to the recent proposals for change made by the President's Committee on Administrative Management and the Brookings Institution, and which are now being considered by Congress.

In some instances these proposals are in conflict with one another. Attention will be given to the origin of these conflicts. The plans will also be analyzed from the standpoint of their practicability, and from the standpoint of what effect, if any, they may have on the traditional American concept of government. Attention will likewise be given to the political conflicts which have developed as a result of these proposals being made, and the reasons for these conflicts.

Instructor—Dr. Arneson.

Two semester hours credit—Fee \$16.

AUXILIARY COURSES

Speech 301S—Extemporaneous Speaking

Current interest in forums and other public meetings designed to provide a medium for the discussion of public affairs has placed definite responsibility on teachers and public officials in the matter of being able to present their work and their ideas clearly and effectively. This course is designed to be of particular value to persons who find themselves in such a position. Considerable emphasis will be placed on the organization of materials as well as on effective presentation. Materials pre-

sented in class will deal very largely with current developments in the field of government both at home and abroad.

Instructor—Mr. Flemming.

Two semester hours credit—Fee \$16.

English 211S—Government Correspondence

Effective use of English for business purposes; planning a letter, paragraphing for clearness and emphasis; methods of building paragraphs; effective opening and closing paragraphs; intelligent punctuation; appropriate tone for each letter; special types of letter problems including making inquiries, answering inquiries, letters of transmittal, application, introduction, recommendation, complaint, and adjustment; series of follow-up letters; form letters and paragraphs; systematic method of building a vocabulary; review of rules of grammar and sentence structure as they affect clear, forceful expression.

Instructor—Mr. Grady.

Two semester hours credit—Fee \$16.

THE PREACHER AND THE SOCIAL ORDER OF TOMORROW

A great part of the preacher's duty today is to point the application of Christian principles within the total political and economic life. The issues involved are so critical for society and so vital for the influence of the Church that zeal without sound knowledge on the part of the preacher may be disastrous to both.

In connection with its Summer School program The American University is offering to ministers a ten days' session in the social sciences as related to the preaching ministry.

This Institute will begin on Monday evening, July 5th, and will close with a luncheon on Friday, July 16th.

Four courses will be given, of ten morning lectures each, with discussions. The courses and the instructors in charge will be as follows:

"The Significance of Government in the Social Order of Tomorrow"—DR. BEN A. ARNESON, *Professor of Political Science*, The American University.

"The Impact of International Forces on the Social Order of Tomorrow"—DR. WESLEY M. GEWEHR, *Professor of History*, The American University.

"Some Essentials Underlying the Social Order of Tomorrow"—DR. LEON C. MARSHALL, *Professor of Political Economy*, The American University.

"The Pulpit Ministry and the Social Order of Tomorrow"—BISHOP FRANCIS J. MCCONNELL of the Methodist Episcopal Church.

All sessions of the Institute will be held on The American University Campus, Massachusetts and Nebraska Avenues, N.W. Afternoons will be free for study, for reading in the University libraries, the City Library and the Library of Congress. Ministers enrolled for the Institute will be welcomed, without expense, as auditors in all courses given in connection with the Summer School for the duration of the Institute.

Ministers attending the Institute will also be invited to participate in the organized tours of Washington and vicinity which are being worked out in connection with the sessions of the Summer School.

The tuition fee for the Institute is \$15. Board and room for the duration of the Institute will be available at the Residence Hall on the Campus at the rate of \$22 per person.

Persons desiring additional information regarding the Institute should address The Summer School, 1905 F Street, N.W., Washington, D. C.

THE AMERICAN UNIVERSITY

THE COLLEGE OF LIBERAL ARTS

THE COLLEGE OF LIBERAL ARTS of the American University is accredited by the Middle States Association of Colleges and Secondary Schools, and is recognized as a standard college of Class A. It is on the approved list of the American Association of University Women and of the Board of Education of the Methodist Episcopal Church; it is a member of the Association of American Colleges and of the American Council on Education. It coöperates fully with these organizations in fostering high ideals of scholarship.

The faculty and trustees recognize intellectual attainment as the dominant and unifying factor of college life. In order to provide the best opportunity and to insure to students the largest gain from their attendance at the College, the following provisions have been adopted:

1. Instruction is offered by thoroughly trained and successful teachers.
2. Small classes are maintained in order that students may receive much individual attention.
3. Full opportunities are offered the students for the development of individual initiative and leadership.
4. Every effort is made to stimulate in students a desire to attain distinction in their studies.
5. Appropriate recognition is given to students who excel in scholarship.
6. Every effort is made to surround students with wholesome influences and to provide a comfortable environment.
7. The health of students receives special attention. Work in physical education is conducted with this end in view. Physical examinations are given, and limited dispensary service is furnished through a resident nurse.
8. The members of the faculty coöperate with students in their social and religious activities. It is the aim of the College to maintain intimate and sympathetic relations between teachers and students, and faculty homes are always open to students.
9. All student activities—athletics, debating, oratory, dramatics, glee club, college paper, student council, etc.—are under the direction of the faculty; each activity is given sympathetic encouragement.
10. Effort is made to provide acceptable employment for diligent and ambitious students if such employment is necessary for the completion of their college course.

Persons desiring detailed information regarding the College of Liberal Arts should write Dr. G. B. Woods, dean, College of Liberal Arts, Massachusetts and Nebraska Avenues, N. W., Washington, D. C.

THE GRADUATE SCHOOL

THE GRADUATE SCHOOL of The American University concentrates its course offerings and research entirely in the field of the social sciences. Such specialization makes it possible to offer unusually thorough and distinctive programs of study leading toward the M.A. and Ph.D. degrees. Full advantage is taken of the Washington situation both as regards utilization of the research facilities of the Government, of the Library of Congress, etc., and on the instructional side. In addition to the full-time members of the faculty, the Graduate School includes in its instructional staff a large number of

experts who hold important positions with the Government and other agencies centering in Washington. This arrangement makes possible a scholarly realism obtainable with difficulty elsewhere. Full recognition through special programs is given to those students whose main interest lies in the so-called "borderline" fields in the social sciences.

A program leading to one of the graduate degrees may be focused in any one of the following graduate fields:

Economics	National Resources
Economic History	Political Science
Government and Economics	Social Economy
History	Statistics
International Affairs	

For a bulletin containing complete information write ERNEST S. GRIFFITH, Dean of the Graduate School, 1901 F Street, N. W., Washington, D. C.

THE SCHOOL OF PUBLIC AFFAIRS

THE PRIMARY OBJECTIVE of the School of Public Affairs is the development of an "In-Service" Training Program for federal employees. All courses are held in the late afternoon or evening at the downtown center, 1901-1907 F Street Northwest.

This program was started at the beginning of the second semester of the academic year 1934-35. Eighty students were enrolled in the courses. During the academic year 1935-36, 248 students participated in the program, the continuation of which was made possible in part by a grant from the Rockefeller Foundation. The enrollment of the School for the second semester of the academic year 1936-37 is 930.

In connection with its "In-Service" Training Program the School of Public Affairs has developed a program leading toward a Certificate in Public Administration. Also the School has worked out a program leading to the Bachelor of Science degree in Public Administration; and in coöperation with the Graduate School of the University it has developed programs leading to the degrees of Master of Arts and Doctor of Philosophy in Public Administration.

Although this program is designed primarily for employes of the federal government, the School will admit in September, 1937, five well-qualified students who desire to carry on graduate work on a full-time basis.

Persons desiring detailed information regarding the School of Public Affairs should write to Arthur S. Flemming, Director, School of Public Affairs, 1905 F Street N. W., Washington, D. C.



THE AMERICAN UNIVERSITY BULLETIN

Washington, D. C.

THE SCHOOL *of* PUBLIC AFFAIRS

A Professional School for Government Employees

Announcement of

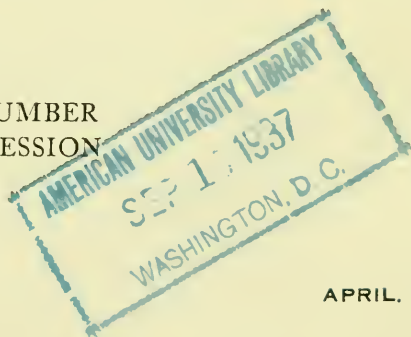
1. "IN-SERVICE" TRAINING PROGRAM *for* FEDERAL EMPLOYEES

2. REQUIREMENTS FOR . . .

- a.* Certificate in Public Administration
- b.* Certificate in Business Administration
- c.* B.S. in Public Administration
- d.* B.S. in Business Administration
- e.* M.A. in field of Public Administration
- f.* Ph.D. in field of Public Administration



CATALOG NUMBER
FOR 1937-38 SESSION



CALENDAR FOR 1937-38

1937

Aug. 2-Sept. 18—Director of the School will be at his office at 1905 F Street, N. W. (telephone MEtropolitan 0258), for consultation relative to courses, certificates, and degrees. Office closes at 6 p. m. up until Monday, September 13. Effective on this date office will be open until 7:30 on Monday through Friday. It is suggested that students desiring to talk with the Director call the office for an appointment.

Aug. 30-Sept. 18—Preliminary registration period. Persons desiring to do so may register for fall classes prior to the formal registration period.

Sept. 8-20, Wednesday-Monday—Autumn Comprehensive Examinations. See pages 18 and 19.

Sept. 18-22, Saturday-Wednesday—Registration in the School of Public Affairs, 1905 F Street, N. W.

Sept. 23, Thursday—All classes begin in Downtown Center.

Oct. 15, Friday—Last day for removal of incompletes obtained during second semester of academic year 1936-37.

Oct. 18, Monday—Last day for registration without payment of late registration fee of \$2.00.

Oct. 25, Monday—Last day for registration in the School of Public Affairs.

Nov. 1, Monday—Second installment on tuition due.

Nov. 16, Tuesday—Last day for payment of second installment on tuition.

Nov. 25, Thursday—Thanksgiving Day; a holiday.

Dec. 1, Wednesday—Third installment on tuition due.

Dec. 16, Thursday—Last day for payment of third installment on tuition.

Dec. 20, Monday—Christmas recess until Sunday, January 2.

1938

Jan. 3, Monday—All class work resumed.

Jan. 6-19, Thursday—Wednesday—Winter Comprehensive Examinations.

- Jan. 15-20, Saturday—Thursday—Preliminary registration period for second semester.
- Jan. 20-26, Thursday—Wednesday—Mid-year examinations.
- Jan. 31-Feb. 2, Monday—Wednesday—Registration for second semester.
- Feb. 3, Thursday—Second semester classes begin.
- Feb. 21, Monday—Last day for registration without payment of late registration fee of \$2.
- Feb. 22, Tuesday—Washington's Birthday; a holiday.
- March 1, Tuesday—Second installment on tuition due.
Last day for registration in School of Public Affairs.
- March 16, Wednesday—Last day for payment of second installment on tuition.
Last day for removal of incompletes obtained during first semester.
- March 28-April 3, Monday-Sunday—Spring recess.
- April 1, Friday—Last day for submitting thesis.
- April 4, Monday—Third installment on tuition due.
- April 16, Saturday—Last day for payment of third installment on tuition.
- May 11-24, Wednesday-Tuesday—Spring Comprehensive Examinations.
- May 25-June 1, Wednesday-Wednesday—Final examinations.
- June 5, Sunday—Baccalaureate.
- June 6, Monday—Annual Commencement.
- Sept. 22, Thursday—Academic Year 1938-39 begins.

The American University Bulletin is issued monthly during the academic year from October to July, inclusive, by The American University. Entered as second-class matter March 23, 1926, at the Post Office at Washington, D. C., under the Act of August 24, 1912

OFFICERS OF SCHOOL OF PUBLIC AFFAIRS, 1937-38

JOSEPH M. M. GRAY, *Chancellor of the University*. B.A., Williamsport Dickinson; B.D., Drew; D.D., Baker; Litt.D., Syracuse; S.T.D., Dickinson.

ARTHUR S. FLEMMING, *Director*. B.A., Ohio Wesleyan; M.A., American; LL.B., George Washington.

HERBERT E. WALTER, *Business Manager*. Washington School of Accountancy; Alexander Hamilton Institute.

RAYMOND T. SPAETH, *Assistant Business Manager and Bursar*. B.A., American; M. Bus. Adm., Harvard.

CORA VIRGINIA THOMAS, *Secretary to the Business Manager and Assistant Bursar*. B.A., Hood; Washington School for Secretaries.

BEN A. ARNESON, *Director of Graduate Admissions*. A.B., A.M., Ph.D., Wisconsin.

EDWARD WILLIAM ENGEL, *Director of Undergraduate Admissions*. B.S., Union; M.A., Ph.D., Princeton.

R. LUCILE STOCKBERGER, *Registrar*. B.S.M., Oberlin; Graduate Study, Oberlin.

BERNICE B. SCHWAB, *Secretary to the Faculty*. B.S., M.S., Maryland.

NORMA B. ENRIGHT, *Secretary to the Director*.

ANNE JENSEN, *Librarian*. M.A., Des Moines; B.S. in L.S., Illinois.

MEMBERS OF UNIVERSITY FACULTY FOR 1937-38 ASSOCIATED WITH THE SCHOOL OF PUBLIC AFFAIRS

JOSEPH M. M. GRAY, *Chancellor of the University*. B.A., Williamsport Dickinson; B.D., Drew; D.D., Baker; Litt.D., Syracuse; S.T.D., Dickinson.

ARTHUR S. FLEMMING, *Director of the School of Public Affairs*. B.A., Ohio Wesleyan; M.A., American; LL.B., George Washington.

GEORGE BENJAMIN WOODS, *Dean of the College of Liberal Arts and Professor of English*. B.A., Northwestern; M.A., Ph.D., Harvard.

- ERNEST S. GRIFFITH, *Dean of the Graduate School and Professor of Political Science*. B.A., Hamilton; D.Phil., Oxford.
- BEN A. ARNESON, *Visiting Professor of Public Administration and Political Science*. A.B., A.M., Ph.D., Wisconsin. (On leave, Ohio Wesleyan University.)
- LEON C. MARSHALL, *Professor of Political Economy*. A.B., LL.D., Ohio Wesleyan; A.B., A.M., Harvard.
- FRITZ KARL MANN, *Visiting Professor of Political Economy*. Dr. jur., Goettingen; Dr. phil., Berlin. (On leave, University of Cologne.)
- ERNST CORRELL, *Associate Professor of Economic History*. Dr. oec. publ., Munich.
- CATHERYN SECKLER-HUDSON, *Associate Professor of Public Administration and Political Science*. B.S., Northeast Missouri State Teachers; M.A., Missouri; Ph.D., American.
- ROBERT S. SACKETT, *Assistant Professor of Psychology*. A.B., Miami; Ph.D., Yale.
- JOHN W. MCCONNELL, *Assistant Professor of Economics and Sociology*. B.A., Dickinson; Ph.D., Yale.
- ALLEN J. FISHER, *Assistant Professor of Economics and Business Administration*. B.S. Econ., Pennsylvania; M.L., Ph.D., Pittsburgh.
- CHARLES M. HUDSON, JR., *Instructor in English*. B.A., M.A., Vanderbilt; Graduate study, Yale.

SUPPLEMENTARY STAFF

(Arranged alphabetically)

To supplement the work of its full-time faculty, the University has available for its course offerings the services of experts connected with the government or with learned societies and research organizations located in the city. Members of the supplementary staff for 1937-38 giving work which will be taken by students in the School of Public Affairs who are working for either a certificate or degree in the field of Public Administration or Business Administration follow:

- BEATRICE AITCHISON, *Lecturer in Mathematics and Statistics*. B.A., Goucher; M.A., Oregon; M.A., Ph.D., Johns Hopkins.
- CLYDE B. AITCHISON, *Lecturer in Administrative and Interstate Commerce Law*. B.Sc., LL.D., Hastings; M.A., Oregon; Ph.D., American. (Member, Interstate Commerce Commission.)
- F. J. BAILEY, *Lecturer in Financial Administration*. A.B., Middlebury; LL.B., Georgetown. (Assistant to the Director in Charge of Division of Research and Investigation, Bureau of the Budget.)

- ROBERT BARNETT, *Lecturer in Government Correspondence*. A.B., University of Tennessee; (Chief of Communications and Review Section, Social Security Board.)
- ISMAR BARUCH, *Lecturer in Public Administration*. Ph.B., Brown; M.A., Princeton; LL.B., George Washington. (Chief, Division of Personnel Classification, United States Civil Service Commission.)
- FREDERICK F. BLACHLY, *Lecturer in Public Administration*. A.B., Oberlin; Ph.D., Columbia. (Staff Member, Institute for Government Research, Brookings Institution.)
- CARMAN G. BLOUGH, *Lecturer in Accounting*. A.B., Manchester; M.A., Wisconsin; C.P.A., States of Wisconsin and North Dakota. (Chief Accountant, Securities and Exchange Commission.)
- SAMUEL S. BOARD, *Lecturer in Personnel Administration*. A.B., Yale. (Chief, Qualification Section, Personnel Division, Resettlement Administration, Department of Agriculture.)
- WILLIAM DOW BOUTWELL, *Lecturer in Public Relations*. B.S., Illinois; Graduate Study, George Washington. (Chief, Editorial Division, Office of Education, Department of Interior.)
- FREDERICK M. DAVENPORT, *Member of Administrative Board, School of Public Affairs*. A.B., Wesleyan; Ph.D., Columbia. (Chairman, National Institute of Public Affairs.)
- GORDON DEAN, *Lecturer in Jurisprudence*. A.B., Redlands; J.D., Southern California; LL.M., Duke. (Special Assistant to the Attorney General, Department of Justice.)
- CALVERT L. DEDRICK, *Lecturer in Statistics*. A.B., M.A., Ph.D., Wisconsin. (Assistant Chief Statistician, Division of Statistical Research, Bureau of the Census.)
- JAMES F. GRADY, *Lecturer in Government Correspondence*. A.B., Boston; Graduate Study, Pittsburgh, California. (Special Assistant to the Governor, Farm Credit Administration.)
- MORRIS H. HANSEN, *Lecturer in Statistics*. B.S., Wyoming; Graduate Study, American. (Office of the Executive Assistant to the Director of the Bureau of Census.)
- JOSEPH P. HARRIS, *Lecturer in Public Administration, and Chairman, Committee on Approval of Thesis Projects for Graduate Students in Public Administration*. A.B., Kansas; Ph.D., Chicago. (Director of Research, Committee on Public Administration, Social Science Research Council.)
- HENRY B. HAZARD, *Adjunct Professor of Political Science*. LL.B., Oregon; LL.M., D.C.L., American. (Chief Attorney, Assistant to the Commissioner of Immigration and Naturalization, U. S. Department of Labor.)

- GEORGE Y. JARVIS, *Laboratory Assistant in Statistics*. A.B., George Washington; Graduate Study, American. (Junior Agricultural Economist, United States Department of Agriculture.)
- J. A. JORDAN, *Lecturer in Administrative Law*. LL.B., LL.M., George Washington. (Senior Attorney, Farm Credit Administration.)
- W. A. JUMP, *Lecturer in Financial Administration*. (Director of Finance and Budget Officer, Department of Agriculture.)
- PETER B. KEPLINGER, *Lecturer in Public Administration*. B.P., B.Ph., Colorado College; M. of Forestry, Michigan. (Chief, Division of Personnel Management, United States Forest Service.)
- FORREST E. LINDER, *Lecturer in Statistics*. B.A., M.A., State University of Iowa; Ph.D., University of Iowa. (Head, Section on Final Results and Analysis, Division of Vital Statistics, Bureau of Census.)
- BLAINE F. MOORE, *Lecturer on Public Finance*. A.B., Kansas; A.M., Illinois; Ph.D., Columbia. (Finance Department, U. S. Chamber of Commerce.)
- HOWARD B. MYERS, *Lecturer in Statistics*. B.A., Washburn; Ph.D., Chicago. (Director, Division of Social Research, Works Progress Administration.)
- OSWALD NIELSEN, *Lecturer in Accounting*. Ph.B., Chicago; Ph.D., Minnesota. (Bureau of Foreign and Domestic Commerce, Department of Commerce.)
- GORDON E. OCKEY, *Lecturer in Statistics*. A.B., Wisconsin; Graduate Study, California. (Assistant Agricultural Economist, Bureau of Agricultural Economics, Department of Agriculture.)
- JOHN B. PAYNE, *Lecturer in Accounting*. A.B., George Washington; B.C.S., Southeastern; C.P.A., State of North Carolina. (Chief, Records and Accounts Section, Agricultural Adjustment Administration.)
- J. PERLMAN, *Lecturer in Statistics*. B.A., M.A., Ph.D., Wisconsin. (Chief, Division of Wages, Hours and Working Conditions, United States Bureau of Labor Statistics.)
- C. M. PURVES, *Lecturer in Statistics*. B.A., Macalester; M.A., Minnesota. (Senior Agricultural Economist, Department of Agriculture.)
- CHARLES PUTNAM, *Lecturer in Social Security Administration*. A.B., LL.B., Ph.D., Harvard. (Special Writer and Editor, Educational Division, Bureau of Informational Service, Social Security Board.)

- VERGIL REED, Lecturer in Economic Geography. M.S.B., Indiana; Ph.D., Columbia. (Assistant Director, Bureau of the Census.)
- VA0375 HENRY REINING, JR., *Lecturer in Public Administration*. A.B., Akron; A.M., Ph.D., Princeton. (Educational Director, National Institute of Public Affairs.)
- WILLIAM H. ROWE, *Lecturer in Accounting*. A.B., Michigan; M.S., Kansas State Agricultural College. (Agricultural Economist, Department of Agriculture.)
- OLIVER C. SHORT, *Lecturer in Public Administration*. A.B., M.A., University of Pennsylvania; Graduate study, Johns Hopkins. (Executive Assistant to the Director, Bureau of the Census.)
- JAMES J. SOMERS, *Lecturer in Accounting*. B.S. in Commerce, North Carolina; M.S. in Accounting, Columbia. (Reviewing Accountant, Farm Credit Administration.)
- B. RALPH STAUBER, *Lecturer in Statistics*. B.S., State College of Washington; M.S., Minnesota. (Agricultural Economist, Department of Agriculture.)
- WILLIAM H. S. STEVENS, *Adjunct Professor of Business Administration and Economics*. B.A., Colby; M.A., George Washington; Ph.D., Pennsylvania. (Head Economist, Interstate Commerce Commission; Member, Central Statistical Board.)
- A. STURGES, *Lecturer in Statistics*. B.S., Oregon Agricultural College. (Agricultural Economist, Department of Agriculture.)
- JOHN W. WEBB, *Lecturer in Statistics*. B.A., M.A., Ph.D., Columbia. (Coordinator of Urban Surveys, Works Progress Administration.)
- CHARLES WEST, *Lecturer in Public Administration*. A.B., A.M., Ohio Wesleyan; A.M., Harvard; LL.D., National. (Under Secretary of the Interior.)
- HARRY J. WINSLOW, *Lecturer in Statistics*. B.S., M.S., University of Minnesota. (Federal Emergency Relief Administration.)
- ERNEST J. WOLFE, *Lecturer in Social Security Administration*. B.S. in B.A., Miami; M.A., Columbia. (Instructor, in Charge of Curriculum, Division of "In Service" Training, Social Security Board.)
- WALTER H. YOUNG, *Lecturer in Public Administration*. A.B., Ohio Wesleyan; LL.B., George Washington.

ORGANIZATION OF THE FACULTY OF THE SCHOOL OF PUBLIC AFFAIRS

ADMINISTRATIVE BOARD

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DR. GRIFFITH

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DR. SECKLER-HUDSON

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MR. SHORT

MISS STOCKBERGER, *Secretary*

COMMITTEES

Admission to Undergraduate Standing: Dr. Engel, Chairman; Dr. Gewehr; Dr. Seckler-Hudson. Dr. Woods, Mr. Flemming, Mrs. Golder, Miss Stockberger, *ex officio*.

Admission to Graduate Standing: Dr. Arneson, Chairman; Dr. Seckler-Hudson; Dr. Huelster. Dr. Griffith, Mr. Flemming, Miss Feagans, Miss Stockberger, *ex officio*.

Admission to Candidacy for M.A. in Public Administration or Ph.D. in Public Administration: Dr. Arneson, Chairman; Dr. Seckler-Hudson; and Dr. Huelster. Mr. Flemming, Miss Stockberger, *ex officio*.

Approval of Thesis Projects for Graduate Students in Public Administration: Dr. Harris, Chairman; Dr. Arneson; Dr. Marshall; Dr. Seckler-Hudson; Dr. Reining; and Dr. Blachly. Mr. Flemming, *ex officio*.

Curriculum: Members of the Administrative Board.

Requirements for Certificates and Degrees: Members of the Administrative Board.

FOREWORD

THE SCHOOL OF PUBLIC AFFAIRS of The American University, with offices at 1905 F Street, N. W., was organized in 1934 for the primary purpose of serving government employes who desire to obtain special training which will enable them to carry on their present activities in a more effective manner, and to prepare themselves for positions of greater responsibility. This program, which is often referred to as the School's "In-Service" Training Program for Federal Employes, has been made possible in part by a grant from the Rockefeller Foundation.

In the development of the courses offered as a part of the "In-Service" Training Program the School has adopted the practice of calling upon outstanding experts in each field to discuss their problems with the members of the classes, and then to provide the students with the opportunity of discussing their problems with these experts. The contributions of these experts are designed to supplement the work of the full-time faculty.

Cooperative "In-Service" training courses have also been developed with the following departments of the Federal Government: The Graduate School of the Department of Agriculture; the Census Bureau of the Department of Commerce; the Farm Credit Administration; the Social Security Board; and the Bureau of Labor Statistics of the Department of Labor.

In connection with its "In-Service" training program the School of Public Affairs has developed work leading toward a Certificate in Public Administration; a Certificate in Business Administration; a Bachelor of Science degree in Public Administration; and a Bachelor of Science degree in Business Administration. Also, in cooperation with the Graduate School of the University, programs have been developed leading to the degrees of Master of Arts and Doctor of Philosophy in the field of Public Administration. The details of these programs are set forth in the next section of the bulletin.

Every effort is being made by the School to give all possible attention to the needs of the individual. Candidates for certificates and undergraduate degrees will be assigned to faculty members who will make a careful study of their needs and abilities. Graduate students will be aided in every possible manner by faculty members under whom they are carrying on their research work.

GRADUATION AND ADMISSION REQUIREMENTS FOR CERTIFICATES AND DEGREES

The following graduation and admission requirements have been established for the Certificates and Degrees offered through the School of Public Affairs.

GRADUATION REQUIREMENTS FOR THE CERTIFICATE IN PUBLIC OR BUSINESS ADMINISTRATION

To become eligible for a Certificate in Public Administration a student must complete 45 semester hours of courses with an average of C. At least 30 semester hours of this work must be taken in residence at The American University.

The candidate for the Certificate in Public Administration must have taken and passed, in addition to specialized work in the field of Public Administration approved by the Chairman of the field or his representative, the following basic courses or their equivalents: Principles of Economics; English Composition; American Government; Elementary Statistics; Elementary Accounting.

A candidate for a Certificate in Business Administration must meet the same hour requirements and must pass the same basic courses as a Candidate for a Certificate in Public Administration. In addition, he must consult with the Chairman of the work in the field of Business Administration or his representative, and must pass courses in this field approved by the Chairman.

Students enrolled for work leading toward the Certificate may not register for more than nine hours of courses in any one semester.

ADMISSION TO CANDIDACY FOR A CERTIFICATE IN PUBLIC ADMINIS- TRATION OR A CERTIFICATE IN BUSINESS ADMINISTRATION

Admission to candidacy for a Certificate in Public Administration or a Certificate in Business Administration will be granted only to employes of the Federal Government, or of state and local governments. In a few instances employes of Washington business firms will be admitted to candidacy for a Certificate in Business Administration.

Admission is based upon the student's secondary school record, and upon evidence indicating that his previous training and experience qualify him for admission. The scholastic requirement is the comple-

tion of a four-year course in an accredited high school, or its equivalent. The minimum number of units required is fifteen. As a rule, students are not admitted unless they meet the requirements in full. All exceptions to the general regulations must be approved by the Committee on Admission to Undergraduate Standing.

Persons desiring to be admitted to candidacy for either one of these certificates should provide the office of the School with all of the required information at as early a date as possible prior to the opening of the semester in which they plan to begin their work. This information will be passed on by the Committee on Admission to Undergraduate Standing as soon as possible. If this information is not available prior to the beginning of the semester, a student will be registered tentatively pending action on his credentials by the Admissions Committee. Credentials must, however, be submitted within six weeks after the date of registration; otherwise the tentative registration will be cancelled.

In defining what is meant by a "unit" of high school work, the School of Public Affairs adheres to the following statement approved by the National Conference Committee on Standards of Colleges and Secondary Schools, by the College Entrance Examination Board, and by the Carnegie Foundation for the Advancement of Teaching: "A unit represents a year's study in any subject in a secondary school."

This statement assumes that the length of the school year is at least thirty-six weeks, that a recitation or laboratory period is from forty to sixty minutes in length, and that the study is pursued four or five periods a week.

The following subjects are acceptable for admission:

Algebra.....	1, 2, or 3 units
Biology.....	1 unit
Botany.....	$\frac{1}{2}$ or 1 unit
Chemistry.....	1 unit
Civics.....	$\frac{1}{2}$ unit
Drawing, Freehand.....	$\frac{1}{2}$ or 1 unit
Drawing, Mechanical.....	$\frac{1}{2}$ or 1 unit
Economics.....	1 unit
English (four years).....	3 units
French.....	$\frac{1}{2}$ (1 yr.), 2, 3, or 4 units
Geometry, Plane.....	1 unit
Geometry, Solid.....	$\frac{1}{2}$ unit
German.....	$\frac{1}{2}$ (1 yr.), 2, 3, or 4 units
Greek.....	$\frac{1}{2}$ (1 yr.), 2, 3, or 4 units
History, American.....	$\frac{1}{2}$ or 1 unit
History, Ancient.....	$\frac{1}{2}$ or 1 unit

History, English.....	$\frac{1}{2}$ or 1 unit
History, Medieval.....	$\frac{1}{2}$ unit
History, Modern.....	$\frac{1}{2}$ or 1 unit
Latin.....	$\frac{1}{2}$ (1 yr.), 2, 3, or 4 units
Music.....	$\frac{1}{2}$ or 1 unit
Physics.....	1 unit
Physiography.....	$\frac{1}{2}$ or 1 unit
Physiology.....	$\frac{1}{2}$ unit
Public Speaking.....	$\frac{1}{2}$ or 1 unit
Science, General.....	1 unit
Spanish.....	$\frac{1}{2}$ (1 yr.), 2, 3, or 4 units
Trigonometry.....	$\frac{1}{2}$ unit
Zoology.....	$\frac{1}{2}$ or 1 unit
Vocational or Commercial Subjects.....	$\frac{1}{2}$ to 3 units

GRADUATION REQUIREMENTS FOR DEGREE OF BACHELOR OF SCIENCE IN PUBLIC ADMINISTRATION AND BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

Through the School of Public Affairs it is possible for a student to obtain either a Bachelor of Science in Public Administration or a Bachelor of Science in Business Administration.

The minimum requirement for these degrees is the completion of 130 semester hours of course work with an average of C for all courses taken throughout the entire college course.

At least 40 semester hours of credit must be secured in courses numbered above 300. Juniors must complete at least 12 semester hours of courses in the 300 group.

Employed students are expected to carry not more than nine hours of work each semester. Credit will not be given in a course for which the student has not officially registered, nor for work taken in excess of the schedule approved.

No degree is conferred except after the completion of at least 30 semester hours of work in residence at The American University.

Candidates for both degrees must have completed the requirements in each one of the five groups listed below:

I. Required Subjects

1. English	12 hours
2. Speech	2 hours
3. Philosophy	4 hours
4. Physical Education	6 hours

II. *Modern Foreign Languages*

A reading knowledge of either French, German, or Spanish, to be satisfied by examination or by 12 hours of college study of the language selected. Failure to demonstrate a reading knowledge by examination will require the satisfactory completion of at least a year of course study in college.

III. *Social Sciences*

Twelve hours of work distributed over at least two of the social sciences listed below, with at least six hours in one department:

Public Administration	Business Administration
Political Science	History
Economics	Sociology

IV. *Mathematics and Natural Science*

Twelve hours from the courses listed below, at least six of which must be in a laboratory science:

Biology	Physics
Chemistry	Mathematics

V. *Humanities*

Twelve hours to be distributed over at least two subjects, with at least six hours in one subject:

Art	Religion
Music	Education
Philosophy	Classics
Psychology	

In addition to the requirements above, a student desiring to obtain the degree of Bachelor of Science in Public Administration must complete, with an average of B, at least 30 hours of work in Public Administration approved in advance by the Chairman of the Department of Public Administration.

In addition to the requirements above, a student desiring to obtain the degree of Bachelor of Science in Business Administration must complete, with an average of B, at least 30 hours of work in Business Administration approved in advance by the Chairman of the Department of Business Administration.

A student who has been admitted to candidacy for either the degree of Bachelor of Science in Public Administration or Bachelor of Science in Business Administration must complete his requirements for the degree within four years after his admission. Prospective students in

reading the requirements listed below for admission to candidacy for these degrees will note, however, that formal admission to candidacy does not take place until at least 60 hours of undergraduate credits have been earned.

ADMISSION TO CANDIDACY FOR BACHELOR OF SCIENCE IN PUBLIC ADMINISTRATION OR FOR BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

In order to be admitted to candidacy for either the degree of Bachelor of Science in Public Administration or the degree of Bachelor of Science in Business Administration a student must be an employe of the Federal Government, or an employe of a state or local government. In a few instances employes of Washington business firms will be admitted to candidacy for the degree of Bachelor of Science in Business Administration.

In addition, the student must have completed at least 60 semester hours of work with a grade of C or better in an accredited institution of higher learning.

(Admission to candidacy is not to be regarded as the same as admission to the School of Public Affairs. Students who have less than 60 hours of work may apply for admission to the School either as special students or as candidates for a Certificate in Public or Business Administration. Upon the successful completion of sixty hours of work the question of admission to candidacy for a degree will be considered by the School.)

A student desiring to apply for admission to candidacy for either one of these degrees must meet the following additional requirements:

1. He must present to the School for consideration by the Committee on Admission to Undergraduate Standing an official certificate of the institution last attended by him showing (a) his entrance credits presented for admission to college; (b) his complete college record, including grades in each subject taken; and (c) honorable dismissal.

2. To be admitted as a student in good standing he must have completed creditably all work for which he was registered in the other institution. As a rule, no credit is given for work of grade D.

3. Credit for work done in other institutions is regarded as provisional at the time of the applicant's admission and will not be considered as final until he has satisfactorily completed at least fifteen semester hours of work in the School of Public Affairs.

Persons desiring to be admitted to candidacy for either one of these degrees should provide the office of the School of Public Affairs with all of the required information at as early a date as possible prior to the opening of the semester in which they plan to begin their work.

This information will be passed on by the Committee on Admission to Undergraduate Standing as soon as possible. If this information is not available prior to the beginning of the semester, a student will be registered tentatively pending action on his credentials by the Admissions Committee. Credentials must, however, be submitted within six weeks after the date of registration; otherwise the tentative registration will be cancelled.

ADMISSION TO THE SCHOOL OF PUBLIC AFFAIRS AS AN UNDERGRADUATE STUDENT NOT A CANDIDATE FOR A CERTIFICATE OR DEGREE AT AMERICAN UNIVERSITY

Students who desire to be admitted to the School of Public Affairs as undergraduate students and who desire to receive credit for work taken but who do not, at least for the present, desire to become candidates for either a certificate or a degree from The American University do not need to file a complete transcript of work taken at other educational institutions.

Such students must, however, file with the office of the School a statement from the institution last attended by them indicating their present academic status.

Ordinarily this statement should be filed in the Registrar's office at the time the student registers for his courses. If the statement is not available at this time, however, a student will be registered tentatively pending the filing of the statement. The statement must, however, be submitted within six weeks after the date of registration; otherwise the tentative registration will be cancelled.

ADMISSION TO THE SCHOOL OF PUBLIC AFFAIRS AS A SPECIAL STUDENT NOT A CANDIDATE FOR A CERTIFICATE OR DEGREE

Students who do not meet the ordinary requirements for admission to the School of Public Affairs may, on the basis of their previous training and experience, apply to the Committee on Admission to Undergraduate Standing for admission to the School for the purpose of taking certain courses for credit with the understanding that they are not candidates for either a certificate or degree.

If, at any time, admission deficiencies have been removed, special students may request the Admissions Committee to admit them to regular undergraduate standing.

The SCHOOL of PUBLIC AFFAIRS of The American University

*A Professional School for
Government Employees*



"IN-SERVICE" TRAINING PROGRAM for FEDERAL EMPLOYEES . . . 1937 FALL TERM

Practical courses conducted by outstanding experts in and out of the government service in the following fields:

Public Administration	P.	3
Personnel Management	P.	3-4
Supervision	P.	4
Administrative and Constitutional Law	P.	4-5
Financial Administration	P.	5
Government Accounting	P.	5
Public Relations	P.	6
Business Organization and Economics	P.	6-7
Accounting	P.	7-8
Statistics	P.	8-9
National Resources	P.	10
Money and Banking	P.	10
Composition	P.	11
Government Correspondence ..	P.	11
Speech	P.	11
Sociology	P.	11-12
Modern Languages	P.	12

Work may be applied toward Certificates and Undergraduate degrees in Public or Business Administration, and to M. A. or Ph. D. degrees in Public Administration.

Register NOW . . .

1905 F STREET, N. W.

graduates only for credit. Graduates may enroll on a non-credit basis. (Soc. 201)

Tuesdays, 5 to 7:30 p. m., beginning September 28
Three semester hours credit—Fee \$22.50 Room 322, 1903 F Street

PUBLIC WELFARE ADMINISTRATION—Elwood Street, Director of Public Welfare, District of Columbia (Soc. Ec. 409)

Thursdays, 7:30 to 10 p. m., beginning September 23
Three semester hours credit—Fee \$30 Room 110, 1901 F Street

Philosophy

ETHICS—Frank W. Collier, Professor of Philosophy (Phil. 401)
Tuesdays, 7:30 to 10 p. m., beginning September 28

Three semester hours credit—Fee \$30 Room 323, 1907 F Street

Modern Foreign Languages

ELEMENTARY FRENCH¹—Dr. Harry B. Humphrey

This is a year course and is open to undergraduates only for credit. Graduates may enroll on a non-credit basis. (French 101)

Mondays and Wednesdays, 4:45 to 6 p. m., beginning September 20

Three semester hours credit—Fee \$22.50
South Building, Department of Agriculture

FRENCH SOCIAL SCIENCE LITERATURE—Ernst Correll, Associate Professor of Economic History (Fr. 310)

Tuesdays, 7:35 to 8:50 a. m., beginning September 23

(Additional meeting for persons desiring to earn three semester hours credit will be arranged by instructor to suit the convenience of the students)

One and one-half to three semester hours credit—Fee \$15 to \$30
Room 323, 1903 F Street

ELEMENTARY GERMAN¹—Dr. C. H. Leineweber, Professor of German
This is a year course and is open to undergraduates only for credit. Graduates may enroll on a non-credit basis.

Mondays, 5 to 7:30 p. m., beginning September 20

Three semester hours credit—Fee \$22.50
South Building, Department of Commerce

GERMAN SOCIAL SCIENCE LITERATURE—Ernst Correll, Associate Professor of Economic History (Ger. 310)

Thursdays, 7:35 to 8:50 a. m., beginning September 28

(Additional meeting for persons desiring to earn three semester hours credit will be arranged by instructor to suit the convenience of the student.)

One and one-half to three semester hours credit—Fee \$15 to \$30
Room 323, 1903 F Street

Physical Education

CLASS FOR MEN—Walter H. Young, Lecturer in Public Administration

Arrangements have been worked out for an organized physical education program designed to care for the needs of each individual enrolled for the work. Calisthenics, volley ball, hand ball, basketball, tennis, and swimming are all included in the program. Persons interested should leave their names with the Registrar of the School of Public Affairs, 1905 F Street, N. W. The group will meet for the first time Tuesday, October 5, when definite plans will be worked out relative to the schedule to be followed.

Undergraduates may use up to six credits in physical education in connection with the fulfillment of requirements for an undergraduate degree.

One semester hour credit—Fee \$7.50

THE GRADUATE SCHOOL IN THE SOCIAL SCIENCES

Through American University's Graduate School in the Social Sciences government employees may work for graduate degrees in the following fields: Economics, Economic History, Government and Economics, History, International Affairs, Political Science, and Social Economy.

Employees desiring additional information relative to work leading toward these degrees should write to the Registrar, 1901 F Street, N. W., or call Metropolitan 0258.

¹ Given in cooperation with the Graduate School of the Department of Agriculture and open to employees of all departments.

ADMISSION TO SCHOOL OF PUBLIC AFFAIRS FOR GRADUATE STUDY

Admission to the School of Public Affairs for graduate study does not constitute admission to candidacy for either a Master of Arts or a Doctor of Philosophy degree in the field of Public Administration. Requirements for admission to candidacy for either one of these degrees are set forth below.

In order to be admitted to the School of Public Affairs for graduate study a student must have graduated from an accredited institution of higher learning. In addition, his training in his undergraduate work, his achievements as an undergraduate student, and his experience since graduation must be such as to indicate to the Committee on Admission to Graduate Standing that he can carry on his work in a profitable manner.

Persons desiring to be admitted to the School of Public Affairs for graduate study should provide the office of the School of Public Affairs with all of the required information at as early a date as possible prior to the opening of the semester in which they plan to begin their work. This information will be passed upon by the Committee on Admission to Graduate Standing as soon as possible. If this information is not available prior to the beginning of the semester, a student will be registered tentatively pending action on his credentials by the Admissions Committee. Credentials must, however, be submitted within six weeks after the date of registration; otherwise the tentative registration will be cancelled.

GRADUATION REQUIREMENTS FOR THE DEGREE OF MASTER OF ARTS IN THE FIELD OF PUBLIC ADMINISTRATION

The degree of Master of Arts in the field of Public Administration is offered under the joint auspices of the School of Public Affairs and the Graduate School of The American University.

To become eligible for the degree of Master of Arts, a candidate must have received an undergraduate degree from an accredited institution of higher learning and must have completed in residence at The American University at least 24 semester hours of courses in his field with an average of B.

Students whose undergraduate programs have been deficient in courses relating to the field of Public Administration will be asked to take additional courses in the University.

A student who is employed on a full-time basis and who is also engaged in work on his thesis may not register for more than six hours of courses in any one semester.

In addition to his course work, a candidate for the degree of Master of Arts must also present an acceptable thesis. The research for this

thesis and its preparation must be carried on under the supervision of the faculty member or members whose field is most closely related to the subject of the thesis. Detailed requirements for the preparation and presentation of the thesis will be found on page 25. After the thesis is approved the candidate must pass an intensive examination on his thesis and related subjects.

The candidate must also pass written comprehensive examinations covering the work which he has taken. A candidate for the Master of Arts degree in the field of Public Administration must be prepared to take comprehensive examinations in at least one sub-field from group (a) ; at least two sub-fields from group (b) ; and one additional sub-field from (a), (b), or (c). The groups and sub-fields referred to follow:

- (a) National Government, State Government, Municipal Government.
- (b) Organization and Management, Public Personnel Management, Financial Administration (which may include Accounting), Administrative and Constitutional Law.
- (c) Comparative Government, Public Opinion and Political Parties, Statistics, Social Psychology, Economic Theory, Interrelations between Government and Economics, Political Theory, or any field in which Public Administration principles may be applied.

Persons who have been admitted to candidacy for the degree of Master of Arts in the field of Public Administration must complete their work within three years after admission to candidacy. Students will note by reading the requirements in the next section that admission to the School of Public Affairs and admission to candidacy for a Master's degree are not the same.

ADMISSION TO CANDIDACY FOR DEGREE OF MASTER OF ARTS IN THE FIELD OF PUBLIC ADMINISTRATION

A candidate for admission to candidacy for the degree of Master of Arts in the field of Public Administration must have met the following requirements:

1. He must have filed in the office of the School of Public Affairs a complete transcript of his undergraduate work.
2. He must have had his undergraduate work passed on and approved by the Committee on Admission to Graduate Standing.
3. He must have made up any deficiencies in his undergraduate background as prescribed by the Committee on Admission to Candidacy.
4. He must have passed his language examination or satisfied the requirements in statistics. (See page 25.)
5. He must have had his thesis project approved by the Committee on Approval of Thesis Projects for Graduate Students in Public Administration. (See page 25).

GRADUATION REQUIREMENTS FOR DEGREE OF DOCTOR OF PHILOSOPHY IN FIELD OF PUBLIC ADMINISTRATION

The degree of Doctor of Philosophy in the field of Public Administration is offered under the joint auspices of the School of Public Affairs and the Graduate School of The American University.

The requirements for the degree of Doctor of Philosophy are qualitative rather than quantitative, and no definite statement of the time necessary for securing the degree can be made. No degree can be granted, however, for less than three years of full-time work, including the thesis. In the case of part-time students three years shall be defined as 72 hours of course work (or the equivalent) plus the thesis. Work done in connection with the requirements for the Master of Arts degree will be considered as part of the three-year or 72-hour requirement. Students whose undergraduate programs have been deficient in courses relating to the field of Public Administration will be asked to take additional courses.

At least 48 hours of the course work must lie within an approved sequence of sub-fields. The portion of the student's work taken in the School of Public Affairs must not fall below a 4.2 average. (See page 24.)

A student who is employed full-time, and who is also working on his thesis, may not register for more than six hours of courses in any one semester.

Graduate work completed with a satisfactory grade in residence at other fully accredited institutions may be offered in partial fulfillment of the requirements for a Doctor's Degree, provided it is approved by the Committee on Admission to Candidacy, but at least 36 hours of course work must be completed in residence at The American University.

Each candidate must present a thesis on an approved subject related to the field of Public Administration. The thesis is expected to embody the results of original research, to give evidence of sound scholarship, and to constitute a definite contribution to knowledge. The research for this thesis and its preparation must be carried on under the supervision of the faculty member or members whose field is most closely related to the subject of the thesis. Detailed requirements for the preparation and presentation of the thesis will be found on page 25. After the thesis is approved the candidate must pass an intensive examination on his thesis and related subjects.

The candidate must also pass written comprehensive examinations. A candidate for the degree of Doctor of Philosophy with a major in Public Administration must be prepared to take comprehensive examinations in all of the sub-fields in groups (a) and (b), and at least five

sub-fields or three sub-fields and a field of application from group (c). The groups and sub-fields referred to are as follows:

- (a) National Government, State Government, Municipal Government.
- (b) Organization and Management, Public Personnel Management, Financial Administration (which may include Accounting), Administrative and Constitutional Law.
- (c) Comparative Government, Public Opinion and Political Parties, Statistics, Social Psychology, Economic Theory, Interrelations between Government and Economics, Political Theory, Public Finance, Interrelations of Federal, State, and Local Governments, or any field in which Public Administration principles may be applied.

Persons who have been admitted to candidacy for the degree of Doctor of Philosophy in the field of Public Administration must complete their work within six years after admission to candidacy. Students will note by reading the requirements in the next section that admission to the School of Public Affairs and admission to candidacy for a Doctor's degree are not the same.

ADMISSION TO CANDIDACY FOR DEGREE OF DOCTOR OF PHILOSOPHY IN FIELD OF PUBLIC ADMINISTRATION

A candidate for admission to candidacy for the degree of Doctor of Philosophy in the field of Public Administration must have met the following requirements:

1. He must have been awarded a Master's degree as a result of having followed a course of study which the Committee on Admission to Candidacy is willing to approve as constituting satisfactory work for a Doctor's degree in the field of Public Administration, or he must have completed at least 24 hours of work which the Committee on Admission to Candidacy is willing to approve as constituting satisfactory work for the degree.
2. If he desires to present up to 36 hours of course work from another graduate institution to be applied toward his requirements for the Doctor's degree, he must have had this work approved by the Committee on Admission to Candidacy.
3. He must have passed his language examinations.
4. He must have had his thesis project approved by the Committee on Approval of Thesis Projects for Graduate Students in Public Administration.
5. He must have had his candidacy approved by the Committee on Admission to Candidacy, the Administrative Board of the School of Public Affairs, and the Graduate Board.

ADMISSION AS AUDITORS

The School of Public Affairs is willing to extend the privilege of auditing courses to students who do not desire to take the work for academic credit. Arrangements for admission as an auditor may be made during the regular registration period.

GENERAL REGULATIONS

REGISTRATION DATES AND OFFICE HOURS

The office of the School of Public Affairs is open throughout the Summer months. Students desiring to plan their programs prior to the preliminary and official registration periods may do so. It is suggested, however, that these students call the office of the Director for an appointment.

The preliminary registration period for the first semester is from Monday, August 30, to Saturday, September 18. The formal registration period is from Saturday, September 18, through Wednesday, September 22.

The preliminary registration period for the second semester is from Saturday, January 15, through Thursday, January 20. The formal registration period is from Monday, January 31, through Wednesday, February 2.

Throughout the Summer the office of the School of Public Affairs is open from 9 a. m. to 6 p. m. On Saturdays it is open until 1 p. m. Effective Monday, September 13, the office will be open throughout the school year (with the exception of the Christmas and Spring holiday periods) from 9 a. m. to 7:30 p. m. on Monday through Friday. On Saturdays it will be open from 9 a. m. to 1:30 p. m. with the exception of Saturday, September 18, and Saturday, January 15, when it will be open until 6 p. m.

REGISTRATION PROCEDURE

Students desiring to register in the School of Public Affairs fall in one of the following classifications:

1. Students desiring to be admitted to candidacy for either a Certificate in Public Administration or a Certificate in Business Administration. (See page 11.)
2. Students desiring to be admitted to candidacy for either the degree of Bachelor of Science in Public Administration or the degree of Bachelor of Science in Business Administration. (See page 15.)
3. Students desiring to be admitted to undergraduate standing who are not candidates for either a certificate or a degree. (See page 16.)
4. Students desiring to be admitted as special students who are not candidates for either a certificate or a degree. (See page 16.)
5. Students who desire to be admitted for graduate study in the School of Public Affairs. (See page 17.)
6. Students who desire to be admitted as auditors. (See page 20.)

The requirements for admission for students desiring to be admitted under one of these classifications are set forth in the preceding section on Requirements for Graduation and Admission. These requirements also indicate the kind of credentials which students must present before they can be placed in any one of these classifications. These credentials should ordinarily be turned over to the Registrar of the School prior to or during the formal registration period. If this is not done, students will be enrolled on a tentative basis pending the filing of the necessary credentials. All credentials must, however, be filed within six weeks after the date of registration, otherwise the tentative registration will be cancelled.

No student may attend class until he has filled out the Registrar's and Business Manager's cards and made arrangement for the payment of his tuition. When this has been done he will be provided with a Student Identification card which will indicate just which classes he is entitled to attend.

FEEES

The fees for all courses given in the School of Public Affairs are listed in this bulletin and in the complete schedule of classes, issued prior to the beginning of each semester.

The fee for full-time students is \$150 per semester.

Persons admitted as full-time students in the School of Public Affairs are entitled to enroll for credit for as many hours of work in any branch of the University as the Director of the School or the chairman of the field is willing to approve, and are entitled to audit as many courses as they desire without the payment of additional fees.

PAYMENT OF FEES

All accounts are payable at the office of the Bursar, 1901 F Street, N. W. No student is permitted to complete registration or to attend classes until all charges are paid or contracted for.

Fees and tuition for each semester are due and payable in advance at the time of registration. Subject to the approval of the Bursar students may sign contracts for tuition only, permitting installment payments as follows:

First semester—one-third at time of registration; one-third on November 1; one-third on December 1. Second semester—one-third at time of registration; one-third on March 1; one-third on April 4.

Students who fail to make installment payments by the sixteenth of the month in which they are due will be suspended and may not attend classes until they have paid all accrued installments, a reinstatement fee of \$2, and have been officially reinstated. A suspended student may not be reinstated for the semester after two weeks from the date of suspension.

WITHDRAWALS AND REFUNDS

Applications for withdrawal from the School of Public Affairs or for changes in schedule must be made in writing to the Registrar of the School on blanks provided for that purpose. Notification to an instructor or absence from classes over a prolonged period is not an acceptable notice.

In authorized withdrawals and changes in schedule financial adjustments will be made on the principle of three installments a semester as follows:

First semester: Withdrawals dated on or before October 31, cancellation of the second and third installments; withdrawals dated on or before November 30, cancellation of the third installment. No refunds or rebates will be allowed on withdrawals dated subsequent to November 30.

Second semester: Withdrawals dated on or before February 28, cancellation of the second and third installments; withdrawals dated on or before March 31, cancellation of the third installment. No refunds or rebates will be allowed on withdrawals dated subsequent to March 31.

In no case will any part of the initial installment of tuition be refunded, and in no case will tuition be reduced or refunded because of non-attendance upon classes.

No permission to withdraw and no transcript of work done will be given a student who does not have a clear financial record.

COURSE EXAMINATIONS AND GRADES

A written examination is given at the close of each course offered in the School of Public Affairs.

Grades in courses are given and recorded as follows: A, excellent; B, good; C, fair; D, unsatisfactory; F, failure; I, incomplete; X, condition.

The mark I is given only when some portion of the student's work has not been completed. The mark may be removed and credit given only upon the completion of the work of the course so marked. In-completes obtained during the first semester of any academic year must be removed before March 15, otherwise they are entered on the records as failures. Incompletes obtained during the second semester must be removed before October 15.

The mark X may be removed and credit received by any means determined by the instructor in the course. A removed X usually becomes a D. Unless an X given during the first semester of any academic year is removed by June 1 it becomes an F, and unless an X given during the second semester of any academic year is removed by December 1 it becomes an F.

All grades are mailed to students as soon as they are received from instructors. The staff of the School of Public Affairs is instructed not to provide students with oral reports of grades received.

A grade once reported to the Registrar of the School of Public Affairs cannot be changed except by vote of the Administrative Board.

PROBATION AND DISMISSAL

For the purpose of determining a student's grade index points are assigned for each letter grade as follows: For each hour of A, five points; for each hour of B, four points; for each hour of C, three points; for each hour of D, two points; for each hour of I or X, one point; for each hour of F, no points.

An average of C, namely, a grade index of 3, in all work taken for college credit is required for graduation in the case of candidates for a Certificate in Public or Business Administration and candidates for the degree of Bachelor of Science in Public or Business Administration.

An undergraduate student who, on the completion of 18 hours of work in the School of Public Affairs, has a point average under 2.5 will be placed on probation. If his point average is 2 or less, he will be asked to withdraw.

An undergraduate student who, on the completion of 36 hours of work in the School of Public Affairs, has a point average under 2.75 will be placed on probation. If his point average is 2.5 or less, he will be asked to withdraw.

An undergraduate student who, on the completion of 45 hours of work in the School of Public Affairs, has a point average under 3 will be placed on probation. If his point average is 2.75 or less, he will be asked to withdraw.

In the case of candidates for the Master of Arts degree in the field of Public Administration an average of B, namely, a grade index of 4, in all work taken for graduate credit is required for graduation.

In the case of candidates for the Doctor of Philosophy degree in the field of Public Administration a grade of 4.2 for all work taken at The American University is required for graduation.

If a student has been admitted to candidacy for either the degree of Master of Arts in Public Administration or the degree of Doctor of Philosophy in Public Administration, he must maintain an average of 4 in all work taken; otherwise, he will not be continued as a candidate for a graduate degree.

A student carrying on graduate work in the School of Public Affairs, whether he is a candidate for a degree or not, must, on the completion of 12 hours of work, have a grade index of 3.5; otherwise,

he will be placed on probation. If his grade index is 3 or less, he will be asked to withdraw.

A graduate student, whether he is a candidate for a degree or not, must, on the completion of 24 hours of work, have a grade index of 4; otherwise, he will be placed on probation. If his grade index is 3.75 or less, he will be asked to withdraw.

FAILURE TO PASS COMPREHENSIVE EXAMINATIONS

In case a candidate for a graduate degree fails to pass his comprehensive examinations, the Administrative Board of the School of Public Affairs may permit the candidate to take a second examination after the lapse of four months. Failure to pass a second examination is final.

LANGUAGE REQUIREMENTS FOR GRADUATE STUDENTS

The language requirement for a candidate for the degree of Master of Arts from The American University is a reading knowledge of either French or German. Candidates for the degree of Master of Arts in the field of Public Administration may, however, substitute for this requirement the successful completion of a standard one year course in the field of statistical methods. Students who have taken and completed such a course within three years of the time in which they submit it in fulfillment of this requirement will not need to take an examination in the subject. Other students must take and pass an examination set by the School of Public Affairs.

The language requirement for a candidate for the degree of Doctor of Philosophy from The American University is a reading knowledge of both French and German.

In special instances, when another language would be useful to the student in connection with his research work, the Administrative Board of the School of Public Affairs and the Graduate Board may allow its substitution for one of the languages usually required.

PREPARATION AND SUBMISSION OF THESES

Candidates for either the Master of Arts degree in the field of Public Administration or the Doctor of Philosophy degree in the field of Public Administration should adhere to the following procedures in the matter of preparing and submitting a thesis:

1. As soon as the candidate has developed tentative plans for his thesis he should submit them in outline form to the Director of the School of Public Affairs. The candidate should submit six copies of his outline.

2. The outline will then be considered by the committee on Approval of Thesis Projects for Graduate Students in Public Administration. The student will ordinarily be asked to meet with the

committee, the members of which will, among other things, determine whether or not the proposed project fits into the School's general research program in the field of Public Administration.

3. Once the proposed project has been approved by the committee the members of the committee will designate a member of the School of Public Affairs staff to act as chairman of this particular project. The chairman will be assisted by a number of other members of the staff.

4. The candidate will then enroll through the office of the Registrar of the School of Public Affairs for thesis supervision. If he is a candidate for the degree of Master of Arts in the field of Public Administration, he will pay a fee of \$30. If he is a candidate for the degree of Doctor of Philosophy in the field of Public Administration, he will pay a fee of \$60. These fees are paid only once during the student's graduate work.

5. The chairman of the candidate's project will then work with him in the development of his thesis. This supervisory work may be carried on entirely by individual conferences or the candidate may be asked, from time to time, to meet with other candidates who are carrying on work in closely related fields.

6. No thesis should be submitted to the office of the School of Public Affairs until it has received the written approval of the chairman of the project, and the members of the staff who have been assisting him.

7. Theses must be approved and submitted before April 1 of the year in which the candidate expects to receive his degree. The candidate is required to provide the School with four typewritten copies.

8. After the thesis has been approved and submitted the candidate will be given an oral examination on the subject matter of the thesis. The examination committee will be appointed by the Committee on Approval of Thesis Projects for Graduate Students in Public Administration.

TRANSCRIPTS

Each student, graduate or undergraduate, is entitled to one transcript of his record without charge; for each transcript after the first one, a fee of one dollar is charged. Transcripts will not be issued unless all financial obligations to the University have been paid in full.

SCHEDULE OF CLASSES

A complete schedule of classes for the first semester together with a description of all courses offered, names of instructors, fees, etc. will be ready for distribution between August 15 and August 30.

A similar schedule for the second semester will be ready for distribution on or before January 3, 1938.

COURSES OF INSTRUCTION

The following pages list the courses which were open to students in the School of Public Affairs during the academic year 1936-37. They do not contain all of the announcements of new courses for 1937-38.

Students planning to enroll in the School of Public Affairs for 1937-38 should consult the schedules of classes which will be issued prior to the beginning of each semester and which will contain complete descriptions of all courses offered, names of instructors, number of semester hours credit which each course carries, the fee for each course, and the time and place of meeting. The schedule for the first semester will be available for distribution between the 15th and 30th of August, and the schedule for the second semester will be available for distribution on or before January 3, 1938.

Courses are numbered and arranged to indicate their place in a university program of studies. Courses numbered in the 200 group are designed for sophomores and juniors; those numbered between 300 and 399 for juniors and seniors; those numbered between 400 and 499 for juniors, seniors, and graduates; those numbered above 500 for graduates only.

Courses bearing double numbers (like 201-2) are year courses and ordinarily must be continued throughout the year.

PUBLIC ADMINISTRATION

DR. BEN A. ARNESON, Chairman

General Courses in the Field of Public Administration

P. A. 301—INTRODUCTION TO PUBLIC ADMINISTRATION

Three semester hours credit	Mr. Young
Year course	Fee \$22.50

P. A. 421—PRINCIPLES OF PUBLIC ADMINISTRATION

Three semester hours credit	Dr. Reining
One semester course—given both semesters	Fee \$30

Pol. Sci. 401—THE NATIONAL EXECUTIVE

Three semester hours credit	Dr. Seckler-Hudson
First semester course	Fee \$30

Pol. Sci. 402—THE NATIONAL LEGISLATURE AND JUDICIARY

Three semester hours credit	Dr. Seckler-Hudson
Second semester course	Fee \$30

- | | |
|---|--------------------|
| Pol. Sci. 419—PUBLIC OPINION | Dr. Seckler-Hudson |
| Three semester hours credit | Fee \$30 |
| First semester course | |
| Pol. Sci. 420—POLITICAL PARTIES | Dr. Seckler-Hudson |
| Three semester hours credit | Fee \$30 |
| Second semester course | |
| P. A. 521-2—PROBLEMS IN PUBLIC ADMINISTRATION | Dr. Blachly |
| Three semester hours credit | Fee \$30 |
| Year course | |
| P. A. 523—NATIONAL ADMINISTRATION | Dr. Arneson |
| Three semester hours credit | Fee \$30 |
| First semester course | |
| P. A. 601—THESIS SUPERVISION | |
| See page 25 for statement relative to time for registration and fees. | |

Personnel Management

- | | |
|--|-------------|
| P. A. 303—SURVEY OF PUBLIC PERSONNEL MANAGEMENT ¹ | |
| Two semester hours credit | Dr. Olson |
| One semester course—given both semesters | Fee \$15 |
| P. A. 403-4—PROBLEMS IN PUBLIC PERSONNEL ADMINISTRATION | |
| Three semester hours credit | Mr. Short |
| Year course—enter either semester | Fee \$22.50 |
| P. A. 407—THE DEVELOPMENT, INSTALLATION, AND ADMINISTRATION OF CLASSIFICATION AND COMPENSATION PLANS | Mr. Baruch |
| Two semester hours credit | Fee \$15 |
| First semester course | |
| P. A. 409—PLACEMENT PROCEDURES | Mr. Board |
| Three semester hours credit | Fee \$22.50 |
| Second semester course | |

Organization and Management of Public Offices

- | | |
|--|---------------------------|
| P. A. 423—MANAGEMENT AND SUPERVISION ¹ | |
| Three semester hours credit | Dr. Olson (and lecturers) |
| One semester course—given both semesters | Fee \$22.50 |
| P. A. 601-2—SEMINAR IN ORGANIZATION AND MANAGEMENT | |
| Two semester hours credit | Dr. Olson |
| Year course—enter either semester | Fee \$20 |

Administrative and Constitutional Law

- | | |
|--|-------------|
| P. A. 381-2—ELEMENTARY LAW | Mr. Young |
| Three semester hours credit | Fee \$22.50 |
| Year course | |
| Pol. Sci. 501-2—UNITED STATES CONSTITUTIONAL LAW | |
| One and one-half semester hours credit | Dr. Hazard |
| Year course | Fee \$15 |

¹ Given in cooperation with Graduate School of Department of Agriculture.

Pol. Sci. 505—RECENT PROBLEMS IN CONSTITUTIONAL LAW	
Three semester hours credit	Dr. Arneson
First semester course	Fee \$30
Pol. Sci. 506—THE PROBLEMS OF CONSTITUTIONAL REVIEW	
Three semester hours credit	Dr. Arneson
Second semester course	Fee \$30
Pol. Sci. 537—HISTORY OF ANGLO-AMERICAN LAW	Dr. Dean
Three semester hours credit	Fee \$30
First semester course	
Pol. Sci. 538—JURISPRUDENCE	Dr. Dean
Three semester hours credit	Fee \$30
Second semester course	
P. A. 581—ADMINISTRATIVE LAW	Mr. Flemming
Three semester hours credit	Fee \$30
First semester course	
P. A. 587—LEGAL ASPECTS OF FARM CREDIT ADMINISTRATION ²	
Two semester hours credit	Mr. Jordan
First semester course	Fee \$15
P. A. 681—PROBLEMS IN ADMINISTRATIVE LAW	Dr. Aitchison
Number of credits to be arranged by consultation between instructor and student.	

Financial Administration

P. A. 441—INTRODUCTION TO GOVERNMENT ACCOUNTING	
Three semester hours credit	Mr. Blough
One semester course—given both semesters	Fee \$22.50
P. A. 442—FEDERAL ACCOUNTING PROCEDURES	Mr. Payne
Three semester hours credit	Fee \$22.50
Second semester course	
P. A. 451—FEDERAL BUDGETARY ADMINISTRATION	
Three semester hours credit	Mr. Bailey and Mr. Jump
One semester course—given both semesters	Fee \$22.50
P. A. 454—FEDERAL REGULATION OF CORPORATE ACCOUNTING	
Three semester hours credit	Mr. Blough
Second semester course	Fee \$22.50
Eco. 483—REVENUE AND EXPENDITURE	Dr. Moore
One and one-half hours credit	Fee \$15
First semester course	
Eco. 501—FOREIGN PUBLIC FINANCE	Dr. Mann
Three semester hours credit	Fee \$30
First semester course	

(See also Accounting courses listed under BUSINESS ADMINISTRATION.)

² Given in cooperation with the Farm Credit Administration.

Public Relations

P. A. 461—EDITORIAL PRACTICE COURSE	Mr. Boutwell and
Two semester hours credit	Consultants
One semester course—given both semesters	Fee \$15.00
P. A. 463—PUBLIC RELATIONS WORK SHOP	Mr. Boutwell
Two semester hours credit	Fee \$15.00
One semester course—given both semesters	

BUSINESS ADMINISTRATION

DR. W. H. S. STEVENS, Chairman

General Courses in the Field of Business Administration

Econ. 301-2—PRINCIPLES OF ECONOMICS	Dr. McConnell
Three semester hours credit	Fee \$22.50
Year course	
B. A. 405—BUSINESS ORGANIZATION	Dr. Fisher
Three semester hours credit	Fee \$22.50
First semester course	
Econ. 431-2—CORPORATE FINANCE	Dr. Stevens
Three semester hours credit	Fee \$30
Year course	

Accounting

B. A. 331-2—PRINCIPLES OF ACCOUNTING ¹	Mr. Rowe
Three semester hours credit	Fee \$22.50
Year course	
B. A. 447-8—SECOND YEAR ACCOUNTING ¹	Dr. Neilson
Three semester hours credit	Fee \$22.50
Year course	
B. A. 451—COST ACCOUNTING ¹	Fee \$22.50
Three semester hours credit	
First semester course	
B. A. 452—INCOME TAX ACCOUNTING ¹	Fee \$22.50
Three semester hours credit	
Second semester course	

(See also Accounting courses listed under FINANCIAL ADMINISTRATION.)

Statistics

B. A. 261-2—MATHEMATICAL PREPARATION FOR STATISTICS ¹	
Two semester hours credit	Mr. Winslow
Year course	Fee \$15

¹ Given in cooperation with Graduate School of Department of Agriculture.

- B. A. 361-2—ELEMENTARY STATISTICAL METHODS¹
 Three semester hours credit Mr. Stauber and Mr. Ockey
 Year course—(First half and second half offered both semesters)
 Fee \$22.50
- B. A. 363-4—ELEMENTARY STATISTICS AND CALCULATIONS²
 Three semester hours credit Mr. Hansen
 Year course Fee \$22.50
- B. A. 461-2—STATISTICAL METHODS APPLIED TO CENSUS DATA³
 Three semester hours credit Dr. Dedrick
 Year course Fee \$22.50
- B. A. 463-4—LABOR STATISTICS—A QUANTITATIVE APPROACH
 TO LABOR ECONOMICS⁴ Dr. Perlman
 Two semester hours credit Fee \$15
 Year course
- B. A. 465—INTRODUCTION TO STATISTICAL METHODS
 Three semester hours credit Dr. Webb
 First semester course Fee \$30
- B. A. 466—APPLICATION OF STATISTICAL METHODS TO THE
 SOCIAL SCIENCES Dr. Myers
 Three semester hours credit Fee \$30
 Second semester course
- B. A. 551-2—ADVANCED STATISTICAL ANALYSIS¹ Mr. Purves and
 Three semester hours credit Mr. Sturges
 Year course Fee \$22.50
- B. A. 553-4—ADMINISTRATIVE STATISTICS OF THE FEDERAL
 GOVERNMENT—THEIR COLLECTION AND USE IN
 THE FORMULATION OF POLICIES Dr. Dedrick
 Three semester hours credit Fee \$22.50
 Year course

AUXILIARY COURSES

- Eng. 201-2—COMPOSITION Dr. Hudson
 Three semester hours credit Fee \$22.50
 Year course
- Eng. 211—GOVERNMENT CORRESPONDENCE Mr. Grady
 Two semester hours credit Fee \$15
 One semester course—given both semesters
- Speech 201—EXTEMPORANEOUS SPEAKING¹ Mr. Flemming
 Two semester hours credit Fee \$15
 One semester course—given both semesters

¹ Given in cooperation with Graduate School of Department of Agriculture.

² Given in cooperation with the Bureau of the Census of the Department of Commerce.

⁴ Given in cooperation with the Bureau of Labor Statistics of the Department of Labor.

- P. A. 473—THE SOCIAL SECURITY ACT: ITS ADMINISTRATIVE
BACKGROUND AND IMPLICATIONS⁵ Mr. Wolfe and
Three semester hours credit Dr. Putnam
Second semester course Fee \$22.50
- French 310-11—FRENCH SOCIAL SCIENCE LITERATURE Dr. Correll
One and one-half to three semester hours credit Fee \$15 to \$30
Year course
- German 312-13—GERMAN SOCIAL SCIENCE LITERATURE Dr. Correll
One and one-half to three semester hours credit Fee \$15 to \$30
Year Course

⁵ Given in cooperation with the Social Security Board.

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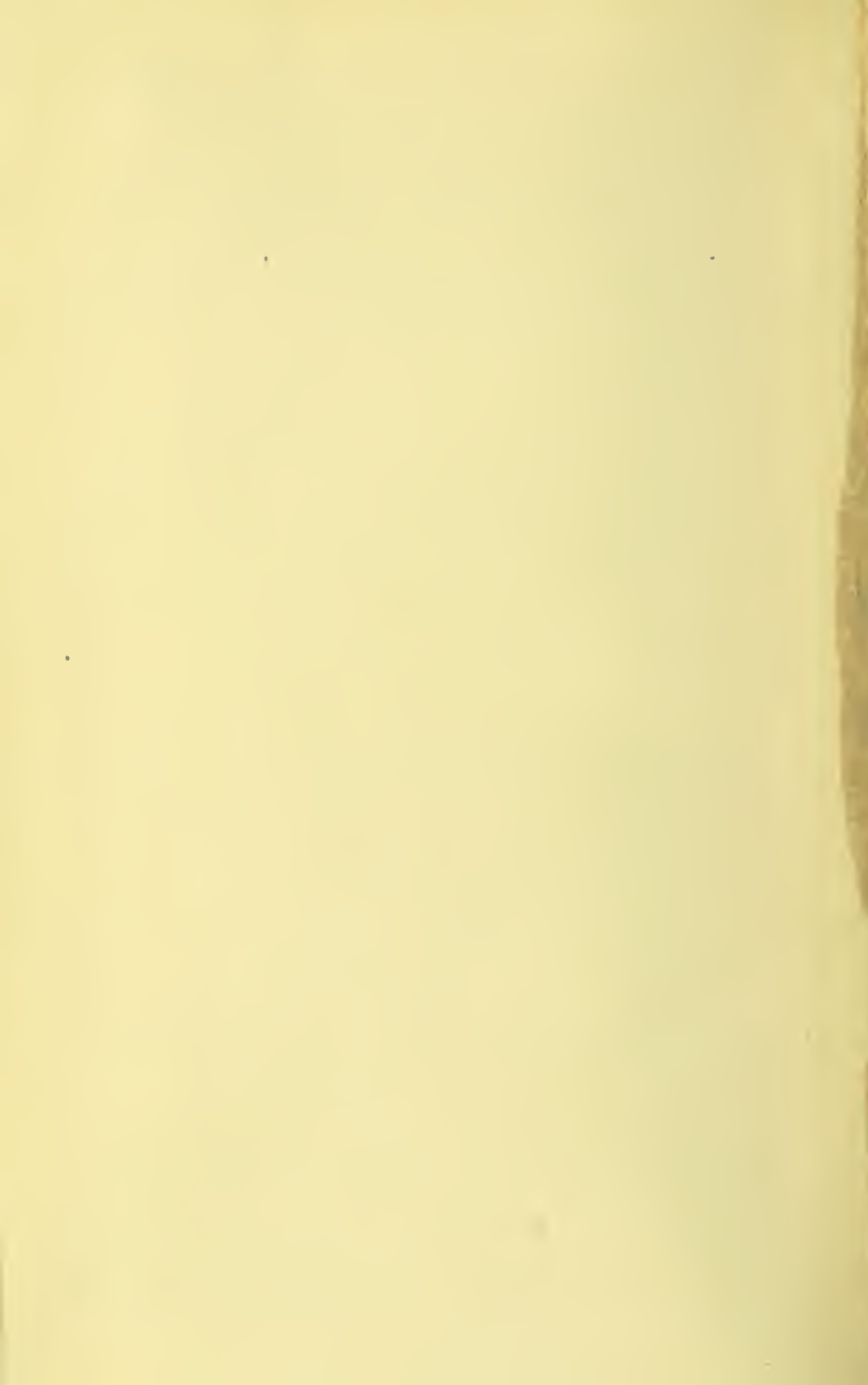
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